



United States Environmental Protection Agency  
**Recommendation for Incentive Award**  
**For Headquarters Use Only**

Submit original and one (1) copy  
to the Human Resources Office.

\* Refer to the EPA Awards Manual for individual Award Criteria \*

**Type of Award**

- ☐ **Special Act or Service Cash Award.** Given to an individual or group for significant one-time achievements related to official employment. The amount of award is based on the value of tangible and/or intangible benefits accruing from the special act or service. *A brief written description of the achievement is attached.*

Indicate amount of benefits here: \$                      **Tangible Benefits**      \$                      **Intangible Benefits**

- ☐ **Sustained Superior Performance Cash Award.** Given in recognition of continued high quality performance of the duties of the employee's position which substantially exceeds performance standards. Amount of award is based on the employee's current rating of record on file in the servicing Human Resources Office.

- ☐ **Quality Within-Grade Increase.** An additional within-grade increase granted for sustained high quality performance. An employee may receive only one QSI in a 52-week period. This award is based on a current rating of record of "outstanding" on file in the servicing Human Resources Office.

- ☒ **Time Off Award.** A period of excused absence (*administrative leave*) granted for a superior personal effort that contributed to increased quality and effectiveness in the awardee's office. *A brief written description of the achievement is attached.*

**Information on Recipient**

Name (For group awards attach separate list of names and SSN's) <u>Andrew Wheeler</u>		Position Title, Series, Grade, Step <u>EPS GS-028-11</u>	
Organization and Location <u>OPPTS/OPPT/IMD</u>			
Social Security Number <u>(b) (6)</u>	Timekeeper No. <u>8530</u>	Person to receive check	
Period of Service on Which Award is Based From <u>                    </u> To <u>                    </u>		Monetary awards granted in last 52 weeks	Account No. to be Charged

**Amount of Cash or Time Off Recommended**

Time Off	Special Act or Service			Sustained Superior Performance
	Tangible	Intangible	Total	
9 Hrs.	\$	\$	\$	\$

**Recommending and Approving Officials**

Official	Signature	Title	Date
Recommending Official	<u>[Signature]</u>	Deputy Director, OPPT	<u>7/13/03</u>
Obligating Funds			
Approving Official	<u>[Signature]</u>	Director, OPPT	<u>7/15/03</u>

Please note that the Recommending and Approving Officials' signatures are certifications that this award fully complies with all applicable EPA rules and requirements. This action is subject to audit by the Human Resources Office and other organizations.